

### 5.10.7 Vacation

- a. *Eligible Employees* – Twelve-month full-time employees are eligible for paid vacation.
- b. *Vacation Benefits* – Eligible employees will earn vacation benefits as follows:
  1. Twelve-month employees will be granted one (1) day of vacation leave per month (12 days per year). After ten (10) consecutive years of service as a twelve-month employee with Gulf Shores Schools said employees will earn 1.5 days per month (18 days per year). “Consecutive years” will include previous years of employment with the Baldwin County School System before the effective separation date of the Gulf Shores City School System if the employee transferred from Baldwin County School System to Gulf Shores City School System during the separation process. This shall not include newly hired employees after the separation date.
  2. Only consecutive service with the Board will be considered in establishing length of service for purposes of determining vacation benefits.
    - i. *Accrual and Accumulation of Vacation Time* – For the purpose of calculating vacation leave, July 1 and June 30 will be the beginning and ending dates, respectively, for all full-time, twelve-month employees regardless of contract date or hire date.
    - ii. Vacation days are earned on the last working day of the month.
    - iii. All twelve-month employees shall be permitted to accumulate vacation for a maximum of 30 days. Vacation days exceeding 30 must be used by December 31<sup>st</sup> of the following year or be forfeited. Employees will be paid for earned vacation time if not used prior to the effective date of resignation or retirement.
  3. Employees transferring from the Baldwin County School System to the Gulf Shores City School

System shall retain accrued Annual Leave Benefits as defined in Baldwin County Board Policy #840 for previous years of employment with Baldwin County pursuant to the separation agreement if the employees transferred from Baldwin County School System to Gulf Shores City School System during the separation process. This shall not include newly hired employees after the separation date. All transferred Annual Leave days from Baldwin County shall be treated as Vacation days pursuant to the current policy section (5.10.7).